

**Topsham Public Library  
Board of Trustees Business Meeting  
Wednesday, November 15, 2017  
Minutes**

- 1) **Call to Order:** The meeting was called to order by Larry Fitch, President, at 7:00PM.  
Present: Jerry Davis, Jim Demosthenes, Jen Ecker, Anne Eustis, Anne Macri, Irene Martin, Larissa Vigue Picard, Joe Trafton, Sally Von Benken, Director Susan Preece. Absent: Diane Hender, Hahna Patterson, Megan Therriault. Guest: Cyndi Burne, Owen Yabsira.

Larry thanked the library for participating in the “Find Meet Plan Your Topsham” events in October.

- 2) **Consent Agenda.** Larry requested the Governance Committee report be removed from the Consent Agenda. The Board then reviewed the Consent Agenda, which included the Minutes of the October 18, 2017 Business Meeting, Development Committee Report, Facilities Committee Report, Finance Committee Report, and Friends Report. Anne Eustis made a motion to accept the Consent Agenda without the Governance Report, Jen Ecker seconded, and the motion passed unanimously.

Larry then said that the Governance Committee report had been updated following a meeting earlier in the evening with Owen Yabsira. The Committee was recommending that the Board approve Owen’s one-year appointment as a non-voting, teen member of the board, and that the vote be added to the meeting agenda under New Business. Larry made a motion to accept the Governance Committee report with the update, Anne seconded, and the motion passed unanimously.

- 3) **Teen Services: Cyndi Burne.** Cyndi spoke to the trustees about her role as teen librarian (she is also TPL’s assistant director) including how she selects item (heavily based on teen choice), programs and activities for teens, how she assesses the success of programs, and space issues in the teen room. (A detailed report provided by Cyndi is appended to these minutes.) Board members asked several questions and thanked Cyndi for her service.

- 4) **Director’s Report.** Susan distributed her written report at the meeting, and noted the following items on it.

- The door to the boiler room off the staff parking lot blew off during the windstorm, but was quickly repaired. The Facilities Committee has been re-constituted and is doing a comprehensive building inspection.
- TPL recently received a Frick Foundation grant of \$5,000 for materials.
- The audit will be completed by December 1.
- The Annual Report was printed in the recent Cryer.
- The Annual Appeal letter just went out.
- Governance is working on revisions to the personnel policy and manual.
- The Joy shows are beginning with the Joy of the Pen reception on Saturday at 2PM.

- Cloud Library statistics have been updated; they are still down, but not nearly as dramatically as in the previous report.
- TPL received a thank you note from Board of Selectmen for the “Find Meet Plan Your Topsham” event.
- Mariah has provided a summary of the conference she recently attended.
- The library was one of three warming centers in Topsham (others were the public safety building and the high school) during the recent windstorm that heavily affected the state. Patron numbers were significantly higher during that week.
- TPL is largely on track with the strategic plan in terms of what we have said we will do. The plan indicates we’ll hold two yearly listening sessions, so we have to do that.
- A patron emailed Susan recently about his 10-year-old child being exposed to questionable material on the internet while being near a man stationed at one of the library computers. Susan called the patron and the matter has been dealt with. The child in question did not notify library staff at the time. In addition, the child was unaccompanied by an adult at the time, which is against the stated TPL guidelines.

5) **New Business:**

- a) **Appointment of Owen Yabsira.** Larry reiterated that the Governance Committee had interviewed Owen Yabsira earlier in the evening about joining the board for a one-year, non-voting term as a teen representative. The term would begin immediately and be effective through December 31, 2018. He asked Owen to share something about himself. Owen said he is a Freshman at Mt. Ararat High School, loves to read, runs track, plays soccer, and has volunteered for two years at TPL. He really enjoys helping people and wants to serve on the board to help the trustees with greater outreach to teens. Anne made a motion to appoint Owen as noted, Joe seconded, and the motion passed unanimously.
- b) **Holiday Hours and Events.** The library will be closed Thanksgiving Day, as well as December 24, 25, and 31; and January 1. The December and January dates fall on Sundays and Mondays, so the library would be closed anyway. Full Time staff are eligible to take equivalent holiday hours at another time. Board members will bring refreshments to the board meeting on December 20. Larissa will send a reminder about this in December.

6) **Next meeting dates:** Dec. 20, Jan. 17, Feb. 28.

7) **Adjournment** at 7:50PM. Anne Eustis made a motion to adjourn the meeting, Anne Macri seconded, and the motion passed unanimously.

Respectfully submitted,



Larissa Vigue Picard  
Secretary